



Board of Trustees - Study Session

Tuesday, September 28, 2021 at 5:45 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting use the information below:

<https://us02web.zoom.us/j/81841465883>

Meeting ID: 818 4146 5883

Passcode: 759015

One tap mobile

+13462487799

2. Communications Department Update

Alison Belcher, Assistant Communications Director

Taeler Houlberg, Assistant to the Town Administrator

Attachments:

- **Communications Department Update** (TownofBennett_StaffReport_September 2021_Communications.pdf)

3. Town Attorney Department Update

Melinda Culley, Town Attorney

Attachments:

- **Town Attorney Department Update** (TA_DepartmentProgressReports.pdf)

STAFF REPORT



welcome neighbors.

TO: Mayor and Town of Bennett Board of Trustees
FROM: Alison Belcher, Assistant Communications Director
Taeler Houlberg, Assistant to the Town Administrator
DATE: September 28, 2021
SUBJECT: Communications Department Update

Management Summary

CodeRED

In July 2021, the Town of Bennett successfully implemented CodeRED, a high-speed emergency notification service. Since implementation and in combination with CodeRED's database, 1,359 Bennett residents have registered to receive either emergency alerts or emergency and general alerts from the Town of Bennett.

2021 Town Events

- **Community Clean Up Day**

Community Clean Up Day was held on June 20, 2021, at the Alpine East Regional Landfill in partnership with Green for Life and CORE (formerly IREA). Town Staff will be exploring options for a spring and fall Clean Up Day in 2022.

- **State of the Town**

The Town was proud to host the State of the Town in person again on July 23, 2021. This year was very successful with over 85 RSVPs and 11 table sponsors.

- 2021 State of the Town Video Presentation:
www.youtube.com/watch?v=TbAn3cuY9O4

- **Bennett Days**

The Town hosted the 11th annual Bennett Days this year and was able to return to a more traditional event. Highlights from this year's Bennett Days include a parade, vendor market, family fun zone, Town and Board booths, giveaways, beer garden, stick horse rodeo, Bennett Days Art Show, bull riding and fireworks.

Staff received positive feedback from residents and community partners about the event who were grateful for the opportunity to celebrate.

- **Bennett Arts Council Events**

- The Bennett Arts Council hosted several virtual classes in partnership with Anythink Libraries in March, April and May.
- On April 30, the Arts Council worked with musician, John King, for a virtual concert, which reached over 650 people on Facebook.
 - www.youtube.com/watch?v=xNZSYiDYsSM

- Party in the Park was held in June, July and August with an average of 60 residents attending each event.
- On August 28, 2021, the I-70 Corridor Art Show and Artisan Market was held at Morgan Community College. There were 25 vendors/artists and over 100 attendees for this event.
- The Bennett Days Art Show was held at Bennett Days on September 11 and featured the art of 11 local artists.

Communications and Strategic Plan Goals Update

Increase visitors to the Town Website by 10% annually.

- From Feb 23, 2021 – September 21, 2021 there have been approximately 86,675 page views recorded through Google Analytics. This puts us on track to surpass the 10% increase annually.

Increase Facebook followers by 8% annually.

- The Town of Bennett currently has 2,829 followers.
 - This is currently a 13.3% increase from 2020
- Facebook Likes: 2,610 total; 8.1% annual increase from 2020
- Twitter Followers: 313 total; 4.7% annual increase from 2020
- Instagram Followers: 228 total; 26.6% increase from February 2021

Increase the number of subscriptions to the Town’s eNewsletter by 7% annually.

- Town Staff has already surpassed this goal for both the Bennett Broadcast and Board Update Newsletter
 - Bennett Broadcast – 23.2% increase since December 2020
 - Board Update – 24.4% increase since December 2020

Ensure responses through social media and the website are answered within two business days.

- The current staff response rate on Facebook is within a day of receiving the message.
- The Town has had a fillable form on the “Contact Us” page where residents can submit questions and inquiries. All of those inquiries are answered within one business day of receiving the request.

Increase attendance for all Town run events meetings and programming by 5% annually.

- Town Staff has increased attendance to Town events by more than 5% in 2021 due to the reduced capacity in 2020. Going forward, attendance for 2021 events will be a more accurate baseline to track attendance increase for events.

Increase use of press releases and media advisories sent to local news outlets by 10% annually.

- So far in 2021, Town Staff has sent 22 press releases to local media as well as posted on the website. This is currently on track to surpass the 10% increase.

Highlight the accomplishments of a Town department each month.

- The Town continues to highlight different departments monthly via the Bennett Broadcast, press releases, social media posts, etc.
 - January: 2021 Budget Update - <https://www.youtube.com/watch?v=XXtYd1fcJY0>
 - February: Home Inspections - <https://www.youtube.com/watch?v=X4dfNjdAQg0>

- March: Bennett Stronger Together - <https://www.youtube.com/watch?v=N-0KHs81l0c>
- April: Animal Control Highlight
- May: Watering Restrictions and Landscaping Tips - <https://www.youtube.com/watch?v=vrhYrQmjWOA>
- June: Clerks Department History - <https://www.youtube.com/watch?v=jPUKyEGo7h0>
- July: State of the Town/Capital Projects
- August: Bennett Days Highlight - www.facebook.com/welcome.neighbors/videos/868883754003468

Upcoming Events

Trunk or Treat

Date/Time: Thursday, October 28, 4:00 – 6:00 p.m.

Location: Town of Bennett Town Hall

Details: Community partners, local business and residents are invited to participate in Trunk or Treat. Those participating will decorate their cars and invite kids to trick or treat from car to car as a safe place for kids to enjoy Halloween. Town Staff will also decorate trunks. There will also be a photo booth and other activities throughout the event.

Veterans Day Celebration

Date/Time: November 11

Location: Corridor of Honor Military Memorial

Details: Town Staff is working with the local Tri-Valley VFW Post #8449 to host a ceremony and recognition on Thursday November 11, 2021 at the Corridor of Honor Military Memorial. The Town will also provide a free meal for Veterans of the corridor at local restaurants on Veterans Day. Veterans will be able to receive a free meal from High Plains Diner or other local restaurants.

Breakfast with Santa

Date/Time: Saturday, December 4, 8:00 – 11:00 a.m.

Location: Bennett Community Center

Details: The Town of Bennett Board or Trustees is invited to host the community for breakfast. Santa will also be present to take pictures with kids.

Holiday Help Program/Gift Distribution

Date/Time: Saturday, December 11, 9:00 – 11:00 a.m.

Location: Town of Bennett Town Hall

Details: The Town of Bennett is currently collecting gift donations for the 2021 Holiday Help Program and Gift Distribution. Staff is working with the Bennett School District and Adams County Sheriff's office to nominate families in need. Individuals/groups will be able to sponsor families to provide gifts and necessities for the 2021 holiday season. The gift distribution will be held on December 11 and those who need gifts for the holiday season can come to Town Hall to receive gifts for their families. Those who donate to the gift distribution will be entered into a giveaway that will be announced during Breakfast with Santa.

townofbennett.colorado.gov/community/holiday-help-program.

DEPARTMENT PROGRESS REPORT



TO: Mayor and Town of Bennett Board of Trustees
FROM: Melinda Culley, Town Attorney
DATE: September 28, 2021
SUBJECT: Town Attorney's Office Progress Report

Management Summary

The following are a few of the projects we have been working on and monitoring for Bennett:

- **Fishing pond parcel:** We have been working with Taeler Houlberg, Dan Giroux and the Antelope Hills developer to finalize the acquisition of property and an easement for a Town-owned fishing pond/stormwater detention pond at Antelope Hills.
- **Election complaints:** The Town's regular municipal election is scheduled for April 2022. In advance of that election, we will be working with Christina Hart on proposed amendments to the Town Code to address recent changes to the Fair Campaign Practices Act (FCPA). Historically, FCPA complaints have been filed with and resolved by the Secretary of State. This changed with the enactment of C.R.S. § 1-45-117.5(9), which provides: "Any complaint arising out of a municipal campaign finance matter must be exclusively filed with the clerk of the municipality." As such, we will be working with staff on rules and procedures for accepting and processing FCPA complaints related to Town elections.
- **Festival permits:** The Colorado General Assembly recently enacted SB 21-082 authorizing certain liquor licensees, including breweries, bars and restaurants, to apply for festival permits allowing them to hold up to nine festivals in a twelve-month period. SB 21-082 allows the Town to create a local permit system for festivals. If the Town decides not to implement a permit system, the licensee need only obtain a state permit to hold the festival. We will be working with Christina Hart on possible amendments to the Town Code to address local festival permits.
- **Chapter 16 amendments:** We are working with Steve Hebert and Taeler Houlberg on updates to Chapter 16 of the Town Code regarding land use and development. This includes updates to make the Code consistent with current State law, including HB21-1222 which requires local governments to treat family child care homes as residential property for purposes of zoning, land use, fire and life safety, sanitation, and building code regulations.
- **Recent legislation:** We have been monitoring recent legislation that may impact the Town, including:
 - o **HB21-1314:** Effective January 1, 2022, the state can no longer suspend an individual's driver's license due to unpaid traffic tickets.
 - o **HB21-1071:** Effective January 1, 2026, the Town is allowed to conduct its municipal elections using instant runoff/ranked choice voting as part of a coordinated election with a county.

- **SB21-250:** Updates the municipal recall statutes to allow an appointed local government official to be recalled from office.
- **HB21-1108:** Updates anti-discrimination laws to protect gender identity and gender expression in employment, housing, access to and participation in public services, education, youth services, criminal justice, and transportation.
- **SB21-077 and SB21-199:** Repeals the requirement that local governments require verification of lawful presence in the United States for licensing and public benefits.
- **HB21-1025:** Amends the Open Meetings Law (OML) to clarify that e-mail communication between elected officials related to scheduling and availability, forwarding of information, responding to an inquiry from a constituent, or posing a question for later discussion do not constitute a meeting for OML purposes.
- **HB21-1110:** Requires municipalities to develop an accessibility plan to ensure people with disabilities have access to local websites.

Projects Status & Milestones

Since our last report, we have worked with staff and consultants to complete the following projects:

- Cross-connection ordinance
- Jake brake ordinance
- Amendments to Chapters 1 and 2 of the Bennett Municipal Code
- Easements for Bennett Ranch development
- Bennett Village Subdivision Agreement
- Development agreements for QuikTrip, Shops at Bennett
- Construction contract for public works building
- Construction manager at risk contract for Well Site 6
- Groundwater withdrawal and management agreement
- IGAs for animal control services, access control plan
- Bennett Days agreements
- Various land development projects

Board Action

As noted above, we will likely bring proposed amendments to the Town's election, liquor and land use ordinances to the Town Board in the upcoming months.